

~~RESTRICTED~~
~~Security Information~~

Training 3
~~18A000600160007-3~~
~~2-5852~~

MEMORANDUM

To: Each Training Liaison Officer
From: Director of Training
Subject: C I A Language Training Center

7 February 1952
17-11-78
38

The CIA Language Training Center that is nearing completion in Wing 1-A, 2nd. Floor, Building Eye, will be ready for use on 18 February 1952. It will be the headquarters of the Language Services Division of the Office of Training.

The Center contains a language laboratory that has been designed primarily to meet the needs of Agency personnel who cannot, for security reasons, be sent outside the Agency for language training.

A secondary purpose of the laboratory has been to provide the means for any approved employee of the Agency to maintain and improve previously acquired language skills by regular self-study and the use of tape recordings.

The language laboratory is not designed for the teaching of introductory or advanced courses to personnel who can attend regular or special courses at Agency expense in near-by language training institutions.

Since the language instruction will not normally involve the presence of native instructors, instructional and drill materials will be in written or pictorial form or on tape recordings or films.

The Chief of the Language Services Division, Office of Training, will be assisted by five linguistic scientists in the development of the instructional program of the Center; there will be a specialist for each of the major language groups; Germanic, Romance, Slavic, Arabic, Chinese.

Until 15 April, introductory language courses to be given in the Center will be restricted to German, French, Spanish, and Russian.

As the operations of the laboratory get under way, it is expected that introductory courses in the following languages will soon be made available for personnel who cannot be sent outside of the Agency for language training: Dutch, Swedish, Norwegian, Danish; Italian, Portuguese, Roumanian; Polish, Czech, Serbo-Croatian, Bulgarian, Ukrainian; Arabic; Chinese.

Advanced and special courses to be given in the Center will be developed as staff can be secured and materials organized to meet special requirements.

~~RESTRICTED~~
Security Information

For personnel of the Agency who will be using the laboratory to improve previously acquired language skills through self-study, tape recordings can be made available for practically all the languages currently in most demand.

- - - - -

Individuals desiring instruction in the Language Center will make application through normal administrative channels: the Training Liaison Officer in each office.

All applicants will be given language aptitude tests, administered by the Testing and Evaluation Division of the Office of Training. Each individual who applies for any type of language instruction at Agency expense, in the Center or outside the Agency, will be interviewed by the appropriate staff member of the Language Services Division for guidance and placement.

Due to the cumulative nature of language instruction, students must be made available by their offices for the full duration of any course for which they have registered, with the assurance of regular attendance. Irregular attendance will be considered adequate cause for dropping a student from a course.

- - - - -

As the headquarters of the Language Services Division of the Office of Training, the Language Training Center eventually will provide the information and registration services for all language training programs conducted by the Agency, and will process the approval of language training for which the Director of Training is responsible by CIA Regulations. Specific instructions regarding changes in current procedures of registration for language training outside the Agency will be issued in the near future, but for the present there will be no change.

The office of the Language Training Center is Room 2129, Eye Building, extension 3549. Training Liaison Officers may secure currently up-to-date information regarding the operations of the Language Training Center from that office.

- - - - -

Applications for the course programs and the use of the laboratory facilities of the Language Training Center will be considered from:

1. Personnel who need intensive, introductory language instruction but who cannot, for security reasons, attend language training institutions outside the Agency.
2. Individuals who wish to maintain or improve previously acquired language skills through regular self-study and the use of tape recordings.

25X1A


MATTHEW BAIRD